

Outreach Procedures

A. FAMILY OUTREACH

The OCHA publicizes and disseminates information, as needed, concerning the availability and nature of housing assistance for very-low-income families. When the OCHA's waiting list indicates a need for additional families, the OCHA will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the availability and nature of housing assistance for very-low-income families, unless application-taking has been suspended according to HUD regulations.

Communities served by the OCHA's programs will be notified of the program status and need for additional outreach.

This Notice must:

1. Advise families that applications will be taken. Information includes: the date, time, location and any limitations regarding those who may apply;
2. Briefly describe the Section 8 Housing Choice Voucher Program; and
3. Provide information in Spanish and Vietnamese.

To reach persons who do not have access to the newspapers, the OCHA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

B. OWNER OUTREACH

The OCHA conducts outreach to owners as needed to make dwelling units available for leasing by eligible families in accordance with equal housing opportunity requirements. On a continuing basis, the OCHA will welcome the participation of owners of decent, safe, and sanitary housing units. The OCHA uses the following to accomplish owner outreach:

- Leasing staff continually makes personal contact in the form of formal or informal discussions or meetings with private property owners, property managers, and real estate agencies to encourage their participation by making available housing with reasonable rents and all types of eligible rental units for the Housing Choice Voucher Program.
- Program requirements are included in printed material that is provided to acquaint the owner/manager with the opportunities available under the program.
- OCHA maintains a referral list of rental units made available by landlords willing to accept tenants participating in the Housing Choice Voucher Program as a service to program participants and rental property owners. The list is updated at least semi-monthly and provided to eligible persons with a Housing Voucher at no cost.
- As inquiries and prospective rental unit listings are called in, program staff record the necessary information regarding available units and makes this information available to prospective families at briefing sessions and to other participants who have an active Housing Voucher - upon their request.
- Rental units placed on the referral list are not pre-approved for the program. Staff will use discretion in accepting units for the list that appear to meet program guidelines. If a unit is selected by an OCHA client, it will be subject to a rent reasonableness test and must pass a Housing Quality Standards inspection.

- OCHA reserves the right to list only units which appear to qualify for the program. If a property is questionable, has a history of failed inspections or excessive rents, an inspection or rent survey may be required before it can be listed. Owners who have violated a program requirement may be prohibited from submitting a listing.
- The OCHA will publish an Owner Newsletter at least twice a year and conduct an Owner Conference at least once a year.